



# Change Your Reports Password

## Step 1

To sign in to the CalATERS Reporting System,

from the CalATERS web site at [www.calaters.ca.gov](http://www.calaters.ca.gov), click **Reporting System**.

## Step 2

The CalATERS – Expense Reporting System displays. Key your User ID in the Name field and then key your Password.

Click **Log On**.

## Step 3

Click the **My Profile** tab on the far right.

## Step 4

Key your existing password, then key a new password and re-enter your new password in the confirm password field.

Click **Change Password**.

## Step 5

You will receive a command completed message. Use your browser's back button to go back to the Profile screen.

## Step 6

You can now view reports by clicking the **Documents** tab (see [How to Access CalATERS Reports](#) instructions) or click **Logout**.